



BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA

[Affiliated to the West Bengal State University and Recognised under section 2(f) and 12B of the UGC Act]

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POLICY DOCUMENT ON EXAMINATION

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POLICY DOCUMENT ON EXAMINATION

As part of assessment students of Bamanpukur Humayun Kabir Mahavidyalaya are required to undertake examinations during the examination period within the stipulated time. The intent of this document is to ensure that examinations, both the CIE examination held in college and the end semester examination which is centrally organised by the West Bengal State University occur during examination period. This policy document applies to such examinations that are held on college campus to ensure that these are consistent with the college academic assessment rules.

Policy principles

Examination Scheduling

* As part of internal assessment each department of the college will conduct examinations at the end of the each semester in an academic session. This process has to be carried out in a continuous manner and accordingly internal assignments are to be assigned at the end of two semesters in an academic session.

* The mode of examination of the internal assignment will be decided by the teacher-in-charges of the papers. However in cases where a pre-set examination method is preordained for modules of a respective department by the concerned BOS (for example, Dept. of English, BHKM), the same needs to be followed. In cases where no examination method for internal assignment is instructed (for example, Dept. of Bengali, BHKM), the teacher-in-charges of the respective papers has the flexibility to choose the method of examination for internal assignment. The mode of examination may be any one of the following: a written examination conducted in college, a written assignment submitted to the paper-in-charges or viva-voce.

* All question papers for written assignments are prepared in the regional language (in this case, Bengali) except for language departments in the college, namely, English, Sanskrit and Arabic.

* The question papers of internal assignments (to be submitted by students in writing) are to be duly uploaded in the college website so that students may prepare their answer scripts well ahead in time and submit these within the stipulated deadline. The last date of submission of

written assignments are duly notified to students by the respective teacher-in-charges and are posted in the college notice board.

*The heads of respective departments of BHKM are required to keep record of marks assessed and submit it in the award sheets provided to them to the Convener, Examination Cell in due time.

*The college will conduct CIE examination at the end of each semester and the Convener, Examination Cell, BHKM is required to keep a record of the same. The mode of examination for CIE for students is to appear for written examinations conducted in the college.

*The final end semester examination period will extend for a period of 15 to 20 days after the end of every semester in accordance with the University examination routine.

*The internal examinations of the college will be scheduled between 11 a.m. and 5:00 p.m. from Monday to Saturday. Students must make themselves available at the time of the scheduled examination. A student will be considered absent for the examination if they are not available at the time of the examination on the day and the time scheduled.

* A student must not commit a breach of academic integrity or misconduct or engage in behaviour which can be interpreted as cheating during the cause of the examination which main lead to misconduct proceedings.

* A student who considers that his absence for examination has been affected by illness, disability or other special circumstances may apply in writing to the convener of Examination for reasonable adjustment. This application must be accompanied by a medical certificate in the case of illness and other supporting documents.

Guidelines for differently abled students:

The guidelines for conducting examination for persons with disabilities are as follows:

* In case of a person with benchmark disability like blindness, locomotive disability and cerebral palsy the facility of scribe will be allowed on submission of a certificate that the person concerned has physical limitations to write.

* The qualification of the scribe should always be a matriculate or should be one step below the qualification of the candidate taking the examination.

Malpractice policy

* If a student is found copying from some manuscript or printed sheet or any other incriminating material or is found possessing any such material the invigilator concerned will see the incriminating material confiscate the hall ticket identity card and the answer script of this student

* The student maybe permitted to apply for the subsequent papers conditionally. Later the student will be asked to appear before the examination discipline committee to decide the sanctions against him for having indulged in malpractice. The sanction will vary according to the gravity of the fault that is from being demand from one paper or all papers of one semester being debarred from two or three subsequent semesters if necessary as per the malpractice policy followed in the college.